



LORAIN COUNTY

Board of Commissioners

Ted Kalo Lori Kokoski Tom Williams

County Administrator
James R. Cordes
440-329-5760

Clerk of Board of Commissioners
Theresa Upton
440-329-5103

Animal Control Officer
Timothy Pihlblad
440-326-5997

Budget Director
Lisa Hobart
440-329-5201

Charles Berry Bridge
Superintendent
Al Zocchi
440-244-2137

Children & Family Council
Director
Melissa Stefano
440-284-4467

Community Development
Director
Don Romancak
440-328-2323

E-9-1-1 Director
Tracy Slagle
440-329-5444

Emergency Management &
Homeland Security Director
Thomas Kelley
440-329-5117

Facilities Management Director
Karen Davis
440-329-5102

Golden Acres Administrator
Jeri Dull
440-988-7210

Human Resources Department
440-329-5150

IT Director
Emic Smith
440-329-5786

Lorain County Crime/Drug Lab
Director
Emmanuel de Leon
440-329-5636

Lorain County Transit
440-329-5525

Office of Sustainability
Coordinator
Michael Challender
440-328-2361

Purchasing
440-329-5240

Records Center Supervisor
Denise Lindak
440-326-4866

Solid Waste Director
Keith Bailey
440-329-5442

Workforce Development Director
Mike Longo
440-284-1834

December 22, 2014

All invited Parties,

The Lorain County Board of Commissioners is soliciting architectural qualifications for the proposed interior renovation of the 2nd floor of the County Administration Building located at 222 Middle Avenue, Elyria, Ohio. Enclosed with this correspondence is a "Request for Qualifications" offered in regard to the proposed project. Lorain County will be in the role of fiduciary agent, lead entity and act in the role of Administrative Agency, relative to the process.

We have outlined in the attached "Request for Qualifications" the format that will be used for selection. This project holds a substantial potential for enhancing the efficiency of service delivery to residents and taxpayers of our region. For these reasons, the Lorain County Board of Commissioner is seeking an architectural and engineering firm/team that can provide the best overall design and value for the citizens of Lorain County.

All correspondence should be directed to:

Lorain County Board of Commissioners
Attention: Karen L. Davis, Facilities Director
Lorain County Administration Building
226 Middle Avenue
Elyria, Ohio 44035

Please refer to the final page of the "Request for Qualifications" for other information regarding the method of response and inquiry. Correspondence inquiries, etc. should not, at this time, be forwarded to any other contact, or in any other manner. Responses are due to the above address no later than January 26, 2015.

Thank you for your time and review.

Regards,

Karen L. Davis, Facilities Director
Lorain County Board of Commissioners

Enclosures

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR ARCHITECTURAL & ENGINEERING SERVICES
FOR RENOVATIONS TO THE COUNTY AUDITOR'S OFFICE
LORAIN COUNTY ADMINISTRATION BUILDING**

Issue Date: December 22, 2014

Submission Due: January 26, 2015

Contact Person:

Karen L. Davis, Facilities Director
Lorain County Commissioners
226 Middle Avenue
Elyria, OH 44035
440-329-5102
e-mail: kdavis@loraincounty.us

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR ARCHITECTURAL & ENGINEERING SERVICES
FOR RENOVATIONS TO THE COUNTY AUDITOR'S OFFICE
LORAIN COUNTY ADMINISTRATION BUILDING**

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**LORAIN COUNTY COMMISSIONERS
REQUEST FOR ARCHITECTURAL SERVICES
FOR RENOVATIONS TO THE COUNTY AUDITOR'S OFFICE
LORAIN COUNTY ADMINISTRATION BUILDING**

I. PURPOSE OF RFQ

The Lorain County Board of Commissioners invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firm(s) interested in providing architectural services for the 2nd floor renovations to the Lorain County Administration Building as herein outlined.

II. LOCATION

The County Auditor's office is located on the 2nd floor of the County Administration Building, 226 Middle Avenue, Elyria, Ohio 44035

III. GENERAL DESCRIPTION

The County proposes to retain a highly qualified, capable firm(s) to act as Architect to assist in planning, schematic design, design, competitive bidding and construction of this renovation project. Firm(s) who participate in this RFQ process are sometimes referred to as "Firm" and "Architects". The County will give prime consideration to Architects with significant and current experience in the development, design and construction of government office space.

Lorain County Auditor occupies approximately 9,600 square feet of space on the 2nd floor of the County Administration Building. The Auditor office consists of eight (8) departments with a total of fifty-six (56) employees. Existing and proposed layouts are included with this request.

IV. STATEMENT OF SPECIFIC DESIGN SERVICES REQUIRED

A. The selected Architect(s) will be required to perform basic architectural and engineering services to be specified more fully in a contract agreement to be negotiated after selection. Services desired include all A/E tasks necessary to fully complete the development and construction of this new facility, including, but not limited to,

1. Project development and programming,
2. Schematic design
3. Production of computer generated renderings
4. Cost estimates
5. Final design development,
6. Construction drawings,
7. Preparation of specifications/bidding documents,

8. Review of bids received,
9. Construction contract documents,
10. Project administration, including preparing reports to the Board as requested, meeting with other approving agencies as required and other tasks as may be deemed necessary.

B. The County reserves the right to include additional project elements in the initial or subsequent professional services agreements as the County may (in its sole discretion) deem appropriate. The County will not use the standard AIA contract documents to secure the professional services herein described. The Architect will be required to retain and be responsible for all basic engineering disciplines as appropriate for the Scope of Work negotiated. The Architect is also required to identify and select the appropriate sub-consultants; however, the County reserves the right to approve proposed sub-consultants that will be associated with the Project.

V. PROJECT FEATURES

1. Demolition of existing work areas
2. Public lobbies
3. Private offices
4. Open work areas for multiple employees
5. Mechanical & Electrical reconfiguration
6. Use of modular walls & work stations
7. Increased productivity
8. Security

VI. PROJECT QUALIFICATIONS - CRITERIA

Statement of qualifications must include information regarding:

- A. Previous experience designing efficient government office and work areas, include a list of similar projects completed. Provide the project cost and schedule for each project and indicate if the project was completed on time and within budget. Provide a list of non owner requested change orders.
- B. Firm's history of construction administration and management. Provide information of architects experience with value engineering, coordination of multiple prime contractors, and communicating with a public entity. Include an example of creative problem solving.
- C. Firm's lead and key technical personnel's qualifications and expertise.
- D. Proposed project teams qualifications and expertise. Availability of staff members assigned to this project.

- E. List of proposed sub-consultants, along with qualifications. (MEP, structural, data/telecommunications, acoustical, fire protection, etc.).
- F. Experience with similar projects and government projects.
- G. List of references of previous clients.

VII. SELECTION PROCESS

The statements of qualifications shall be timely reviewed and evaluated by an evaluation committee using the RFQ criteria. Proposing firms shall not contact members of the evaluation committee prior to announcement of the short list.

An evaluation/interview committee consisting of the following: County Auditor, Facilities Director, Assistant Chief Deputy Auditors (2), Auditor's Administrative Assistant and Auditor's IT Director will initially evaluate and rank the submittals.

At the conclusion of the evaluation process, scores shall be tallied and a short-list of up to three (3) viable firms will be determined as most qualified to perform the required services. A scope clarification meeting may be conducted with the short-listed firms. The discussions shall be designed to further explore the scope and nature of the services required the various technical approaches the firms may take toward the project, unique project requirements, the project schedule and the project budget. Any questions of the firms shall be answered at this meeting and shared with all participants.

Interviews to select the successful firm and/or team, at a location to be determined, will most likely occur within 4 to 6 weeks of the submission date. The interview committee shall interview each of the short-listed firms and each member shall rank the firms from most to least qualified to provide the required services based on their interview and technical proposals, if any. The rankings of the interview committee members shall be combined to determine the overall ranking of the short-listed firms.

The County may ask short-listed firms to supplement their statement of qualifications with a technical proposal in accordance with the final scope of services and project requirements as may have been clarified at the scope clarification meeting. Each short-listed firm requested to submit a technical proposal shall be informed of the date, time and location for submitting its technical proposal.

The County shall announce the firm determined to be the most qualified to perform the required services, request a fee proposal and enter into contract negotiations with the selected firm in accordance with section 153.69 of the Revised Code.

Records that are maintained by the County during the selection process are public, to the extent permitted by sections 149.43 and 149.433 of the Revised Code, and shall be available for inspection.

The County has a right to accept or reject any or all professional design firms' statements of qualifications or technical proposals in whole or in part.

VIII. PRELIMINARY SCHEDULE

Request for Qualifications	30 days
RFQ review process	45 days
Schematic design	Spring 2015

IX. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

- A. All Information True – By submitting a response, Architects represent and warrant to the County that all information provided in the response submitted shall be true, correct and complete. Architects who provide false, misleading or incomplete information, whether intentional or not, any of the documents presented to the County for consideration in the selection process may be excluded.
- B. Cost of Responses - The County will not be responsible for the costs incurred by anyone in the submittal of responses.
- C. Contract Negotiations – This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the County the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.
- D. Professional Liability Insurance – Any person rendering professional design services to a public authority , including a criteria architect or engineer and person performing architect or engineer of record services, shall have and maintain, or be covered by, during the period the services are rendered, a professional liability insurance policy or policies with a company or companies that are authorized to do business in this state and that afford professional liability coverage for the professional design services rendered. The insurance shall be in an amount considered sufficient by Lorain County.

X. SUBMITTAL INSTRUCTIONS

Six (6) copies of the Architects response are to be delivered to Karen L. Davis, Facilities Director, Lorain County Commissioners, 226 Middle Avenue, Elyria, Ohio 44035 on or before 4:00 pm on January 26, 2015. All submittals must be labeled:

**REQUEST FOR QUALIFICATIONS FOR
ARCHITECTURAL & ENGINEERING SERVICES FOR
RENOVATIONS TO THE COUNTY AUDITOR'S OFFICE
LOCATED IN THE LORAIN COUNTY ADMINISTRATION BUILDING**

To enable the County to efficiently evaluate the responses, it is important that the Architects follow the required format when preparing their responses. Responses that do not conform to the prescribed format may not be evaluated.

Each copy of the responses shall be bound to ensure pages are not lost. Pages shall be no larger than letter size (8 ½ " x 11") or, if folded to that dimension, twice letter size (11" x 17") each section (defined below) shall be separated by a tabbed divider. Elaborate covers and permanent binders are not required.

XI. CONTENT OF SUBMITTAL

Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project.

A table of contents should be next, followed by dividers separating each of the following sections:

Section 1: A letter transmitting the response to the County.

Section 2: Firm Information

- Firm name, address and telephone number of all firm offices
- Structure of firm (sole proprietorship, partnership, corporation) and size of firm
- Number of years firm has been in business
- Name of principals
- Primary contact
- Organizational chart
- List of all projects currently under contract and their proposed finish dates.
- Firm's lead and key technical personnel's qualifications and expertise.

Section 3: Previous experience designing government offices

- Project name and location
- Year Completed
- Short description – include size of project
- Name, address and phone number of owner and contact person tasked with daily responsibilities of the project
- Name, address and telephone number of general contractor
- Design cost
- Construction cost
- List of non-owner requested change orders
- Project start date (design) and finish date (construction complete)
- Firm's lead architect assigned to the project

Section 4: Firm's history of construction administration and management

- Provide firm's philosophy regarding value engineering and buildable design. How were these philosophies applied during construction administration and management of a project?
- Provide a list of projects that architect performed coordination of multiple prime contractors
- Describe how architect will approach communication with the County and contractors
- Describe a creative solution to a problem implemented by your firm during the administration or management of a public project

Section 5: Proposed project teams qualifications and expertise

- Organization chart that explains team member responsibilities and chain of command
- Name of the project team leader in charge of project
- Resumes of all persons to be assigned to the project
- Current and upcoming job assignments for each team member

Section 6: List of sub-consultants with qualifications

- Project name and location
- Year Completed
- Short description – include size of project
- Name, address and phone number of owner or name, address and phone number of design firm
- Name, address and telephone number of contractor specific to sub-consultants scope of work
- Firm's lead and key technical personnel's qualifications and expertise.

Section 7: Experience with similar projects

Section 8: List of references of previous clients. Provide at least five.